

SECRET

ENCL. B.

DRAFT

IAC STANDING COMMITTEE

DRAFT

State Dept. declassification & release instructions on file

QUESTIONNAIRE ON BIOGRAPHIC FILES

1. Custodian
 - a. Department State
 - b. Office OLI
 - c. Division BI
 - d. Branch _____
2. Location
 - a. Washington State Annex #1
 - b. Domestic (Give specific place) _____
 - c. Foreign (" " ") _____
3. Title or Name of File Biographic file on all countries excluding the U.S.
(include country or countries covered)
4. Classification
 - a. Unclassified _____
 - b. Restricted _____
 - c. Confidential _____
 - d. Secret _____
 - e. Top Secret _____
 - f. Mixed X
5. Type of File
 - a. Overt X
 - b. Covert X
 - c. Security _____
6. Category (ies) of Personalities Covered (check one or more)
 - a. Political X
 - b. Economic X
 - c. Sociological/Cultural X
 - d. Military _____
 - e. Naval _____
 - f. Air _____
 - g. Scientific _____
7. Physical Description
 - a. Cards X Size 4"x6" approx.no. 3,000,000; approx.no. of names 600,000
 - b. Folders X Size 9 1/2"x15" approx.no. 101,000; approx.no. of names 100,000
 - c.* Other _____ Size _____ approx.no. _____; approx.no. of names _____
*(describe briefly) _____
 - d. Method of entry
Typewritten X Handwritten _____ Entire documents are sometimes
filed regardless of reproduction
process
 - e. Languages
English X; Foreign language _____; Mixed languages all
(specify) (specify)
8. Sequence of Arrangement
 - a. Alphabetical by name _____
 - b. Alphabetical by name within country X
 - c. a. or b. above supplemented by special categories (describe briefly): _____
 - d. Overall name indices
Flexoline _____, listings _____, other _____
9. Source Identification
 - a. Sources documentary X
 - b. Sources coded In rare instances
 - c. No sources indicated _____
10. The file (could be) (has been) duplicated by:
 - a. Microfilm X Selected portions of BI files have been & will continue to be
 - b. Photostat X reproduced for use of Foreign Service posts.
 - c. Other _____ (describe): _____
11. Copies have been disseminated to:
 - a. Name _____, Location Certain Foreign Service posts (see 10)
 - b. _____
 - c. _____
12. Status of file and dates covered
 - a. Active X, from inception to infinity The organized file was begun in 1943
but some of the material included
dates back to the 1920's.
 - b. Inactive _____, from _____ to _____
 - c. Other _____, from _____ to _____
13. Present Planned Disposition of File
 - a. Will be maintained on current basis X
 - b. Will be held as reference file without additions _____
 - c. Will be retired to archives status _____
 - d. Will be destroyed _____

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